**SD MTSS**

**District Grant Information**

**Grant Amounts:** Amounts are for each building implementing RtI or PBIS. If a district implements both RtI and PBIS, the district will only receive one grant. When submitting claims, submit one claim for the district. Each building should not submit a separate claim.

* Year 1: $1,500
* Year 2: $1,500
* Year 3: $1,000
* Year 4: $500

**Allowable Costs:** District grant funds are to be used for staff professional development. Allowable costs include:

* Training materials/supplies
* Educational materials/supplies (including subscriptions to benchmark assessment systems)
* Conference registration
* Travel expenses related to conference/training attendance
* Staff stipends
* Substitute pay

**District grant funds CANNOT be used toward gift cards or student/staff incentive items.**

**If you have a question about whether a cost would be allowable under the district grant, please contact Brandi Gerry (RtI) or Rebecca Cain (PBIS).**

**Receipts:** When requesting reimbursement, please note the following:

1. ORIGINAL receipts must be submitted with the invoice form.
2. Circle totals on the receipts and confirm these amounts match the amounts on the claim form.
3. List each item on its own line on the claim form.
4. If your hotel receipt is for an amount above the state rate (check state rates here), include a copy of your district policy or school board approval for spending above the state rate.

**Stipends/Substitute Pay:** When submitting reimbursement for these items, please note the following:

1. All stipend and substitute pay requests MUST include payroll and benefit documentation.   
   Example of Stipends and Substitute pay request
2. Include names for ALL substitutes and teacher stipends on the invoice.
3. Circle totals on payroll and benefit stubs and confirm these amounts match the amounts on the claim form.

**Check all dates to ensure they fall within the grant window.**